



Now Hiring Operations Manager

Reports to: Finance and Administration Director
Position Status: Exempt, Salaried; FTE (40 hours/week)
Salary: \$65,000 FTE/year plus benefits
Remote/hybrid during COVID-19; Office in St. Paul, MN.

To apply: Submit PDF resume and cover letter to hiring@genderjustice.us by **June 15, 2023**. Include "Operations Manager" in the subject line.

Organization:

Gender Justice and Gender Justice Action are nonprofit legal, policy and political advocacy organizations based in St. Paul, Minnesota working to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. This is an exciting time at Gender Justice and Gender Justice Action as we expand our programs and build our team. We're a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

Position Summary:

The Operations Manager plays a key role in maintaining our workspace and the tools and systems we need to do our work. You're excited to help keep our organization running smoothly and serving in a support role to other staff working directly on mission-focused efforts.

Administrative Support

- Provide administrative support to the organization under direction from the Finance and Administration Director
- Assist in coordination and note-taking of meetings, as needed
- Order office supplies and help manage vendor contracts
- Monitor, respond to, or route emails addressed to Gender Justice's general inbox

- Monitor, respond to, or route phone calls received through Gender Justice's main phone line
- Assist with volunteer management and coordination
- Basic IT troubleshooting, working with our contract IT firm
- Process incoming and outgoing mail

Human Resources Support

- Provide administrative assistance with job postings and processing applications
- Provide administrative assistance for new hires (set up new email accounts; add to accounts, etc.)
- Provide human resources support to the Finance and Administration Director, as needed

Finance Support

- Deposit checks.
- Finance Committee support, including assisting Director of Finance and Administration with meeting logistics and preparation of meeting materials
- Support Development Coordinator with donation processing in our EveryAction CRM and QuickBooks Online
- Generate and track payable and receivable invoices, as needed
- Assist with grant reports and proposal support documentation
- Support yearly audit processes for Gender Justice and Gender Justice Action

Facilities/Events Support

- Assist in the coordination of on-site and off-site meetings, including facility reservations, catering, and other logistics
- Serve as the primary point of contact for building management regarding the office
- Responsible for maintaining a tidy, organized, and functional office space

Qualifications:

Not sure you meet all qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

- 2-4 years prior experience in an office setting is required; experience in a social justice and/or legal non-profit organization is preferred
- Experience with non-profit or legal finance is preferred; experience with 501(c)3 and 501(c)4 finance is a plus
- Strong attention to detail, excellent organization and time management skills
- Ability to be flexible around daily tasks and adaptable to change
- Ability to use discretion when handling confidential information
- Excellent communication and interpersonal skills
- Experience with Microsoft Office suite is preferred

- Commitment to our mission and values, which include racial, social, and economic justice
- Sense of humor and a demonstrated ability to work well in a diverse, collaborative work environment

Employees are eligible for employer-subsidized health and dental insurance, generous paid time-off, and 3% employer-match to an IRA. Part-time employees are eligible for prorated insurance subsidies.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.